



16.

**Reimbursement of Travel Expenses**

**Policies and Procedures**

**KTCF-09-05**

**RESOLUTION OF THE KAYENTA TOWNSHIP COMMISSION****Enacting the Travel Policies and Procedures Manual Implementing Section 6-113, of the Finance and Fiscal Policies and Procedures Ordinance.****WHEREAS:**

1. The Kayenta Township Commission ("KTC") has the authority and responsibility to govern for the welfare of the Kayenta Township ("Township") and its residents, including the enactment of such ordinances, rules and regulations as it deems in the best interest of the Township; and
2. The Kayenta Township is empowered to adopt rules and regulations, both substantive and procedural, such as may be necessary to the proper and efficient administration of Township operations. The KTC has found that the proper and efficient administration and enforcement of policies for travel by employees and officials require substantive and procedural regulations.

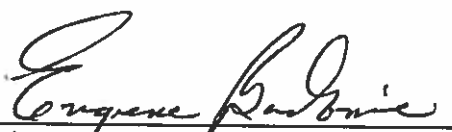
**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Kayenta Township commission hereby enacts the Travel Policies and Procedures Manual. The Travel Policies and Procedures Manual is attached hereto as Exhibit "A" and incorporated herein by reference, to be effective immediately.
2. The Township Contracted Legal Counsel is hereby authorized to codify these regulations, making technical and grammatical corrections as he deems necessary.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Kayenta Township Commission at a duly called meeting at Kayenta, Navajo Nation (AZ), at which a quorum was present and that same was passed by a vote of 4 in favor, 0 opposed, and 0 abstained this 14<sup>th</sup> day of February, 2005.

Motion: Anthony Peterman  
Second: Richard P. Mike

  
Chairperson, Eugene Badonie  
Kayenta Township Commission

**KAYENTA TOWNSHIP**

**TRAVEL POLICY AND PROCEDURES MANUAL**

**February 14, 2005**

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## **PART I. GENERAL PROVISIONS**

### **Section 6.101 Purpose; Applicability; Compliance**

- A. This Manual provides travel policies and procedures to implement Section 6-113 of the Finance and Fiscal Policies and Procedures Ordinance.
- B. This Manual enumerates the Township's official travel policies and procedures. Pursuant to Section 113 of the Finance and Fiscal Policies and Procedures Ordinance, this Manual is applicable to all employees (permanent or temporary), the Town Manager and the Township Commissioners and the law requires that they shall attest that they have read the Manual, understand it and will comply with the policies and procedures. Thus, it is the personal responsibility of all employees, the Town Manager and the Commissioners to read and understand the Manual. Questions concerning the Manual or the implementation or interpretation of the provisions are to be directed to the Finance Manager. The Finance Manager shall have the discretion to refer complex matters or questions that require policy determination to the Town Manager, Legal Counsel and/or the Commission.
- C. Compliance with these policies and procedures is required. Non-compliance will result in denial of the travel authorization or the travel claim. Furthermore, non-compliance may result in disciplinary action.

### **Section 6.102 Definitions**

- A. "Approving Official" means the official or employee designated by Section 113(B) of the Finance and Fiscal Policies and Procedures Ordinance or the Town Manager, Finance Manager, department director, or other official or employee who has delegated authority, in writing, to authorize, direct or approve official travel.
- B. "Blanket Travel Authorization" means a memorandum attached to a Travel Authorization form signed by an approving official authorizing travel for a group. The memorandum must indicate the travelers, time, destination, purpose, and mode of transportation.
- C. "Common Carrier" means mass commercial transportation furnished as a public service under rates prescribed by lawful authority. This includes railroad, bus and airplane. Taxicabs are not a common carrier.
- D. "Official Travel" means duly authorized travel by an official or employee for the performance of government business on behalf of the Township.
- E. "Per Diem" means a computed daily allowance paid to a traveler for subsistence necessary to the transacting of official business.
- F. "POV" means privately owned vehicle.

- G. "Residence" means place of abode from which the traveler commutes daily to his/her official station.
- H. "Temporary Duty Station" means a traveler's temporary place of business away from his/her official duty station.
- I. "Travel Advance" means a check issued to a traveler prior to travel for business.
- J. "Travel Authorization" means the form initiating and authorizing travel which indicates traveler, time, destination, purpose, mode of transportation and amount of travel advance.
- K. "Travel Expense Report" means the form used upon completion of travel requesting reimbursement of travel expenses.
- L. "Trip Report" means the form used to report all activities, accomplishments, and mileage while on travel. This form is required to be submitted with the Travel Expense Report.

#### **Section 6.103 Authorizations and Responsibilities**

##### **A. Requirements:**

- 1 All travel requiring overnight stay off the Navajo Nation , except travel to the border towns identified at Section 6-113 (B), shall be authorized in advance by the Approving Official. The authorization shall be specific with respect to the purpose of travel, location, and dates. Exceptions to this requirement of prior approval may apply to travel by officials or employees who are summoned to appear in court cases or administrative hearings.
2. A Travel Authorization is required for all travel in connection with a change of official work station, and prior to incurring any transportation and other travel expenses.
3. Authorization of an uncustomary transportation method (e.g. charter airplane) will require the KTC Chairperson's, Vice Chairperson's or the Secretary/Treasurer's approval for commissioners or the Town Manager's approval for employees and a showing of cost feasibility. In the case of an emergency situation, no cost feasibility will be required.
4. Blanket Travel Authorizations must be properly approved by an Approving Official. Such authorization provides for travel only for the period approved.

##### **B. Responsibilities:**

1. All Approving Officials are responsible for implementing these travel policies and procedures. They are acknowledging by their signature that these policies and procedures have been complied with.

2. The Approving Official who approved the Travel Authorization shall also be responsible for approving Travel Advances prior to submittal for payment.
3. The Finance and Accounting Department is responsible for ensuring the accuracy and proper justification of all reimbursement claims and control and payment of travel advances, expense claims and payroll deductions.
4. The final decision regarding questions and disputes arising out of requests for Travel Authorization, Travel Advance, Travel Expense Report and payment rest jointly with the Finance Manager and the Town Manager.
5. Approving Officials are also responsible for:
  - a. Exercising care and practicing economy in all travel matters;
  - b. Ensuring that travel furthers the objectives, goals and needs of the Township;
  - c. Authorizing the method of transportation that is most advantageous or economical for the Township;
  - d. Ensuring that requests for Travel Authorization or Travel Advance and Travel Expense Reports are complete, contain all required certifications, statements or other information and that required receipts are attached; and
6. Travelers on official business are responsible for exercising the same care in incurring expenses that a prudent person would exercise if traveling at his/her own personal expense. All travelers are expected to reside in economical, adequate and reasonable accommodations. Travelers are also responsible for:
  - a. Taking advantage of special government, weekly and other reduced rates offered by hotels, motels, etc.;
  - b. Planning itineraries to utilize the most economical excursion, round trip and group fares offered by airlines and other common carriers;
  - c. Ensuring that itineraries and mode of travel are approved prior to the travel;
  - d. When required, taking odometer readings and obtaining and filing receipts;
  - e. Preparing accurate and factual Travel Expense Reports for reimbursement of travel expenses, whether for actual or per diem basis;
  - f. Including on the Travel Expense Report, all leave taken while on travel status;
  - g. Submitting Travel Expense Reports within ten working days from the date of return. If the travel occurred during the last two weeks of the fiscal year, which ends May

31<sup>st</sup>, Travel Expense Reports shall be submitted sooner but no later than the cut-off date as set by the Finance Manager; the immediate submittal of travel expense reports is needed to close the fiscal year's obligations and expenditures; and

- h. Paying back to the Township by personal check, traveler's check, certified check or money order any Travel Advance that exceeds the amount claimed on the Travel Expense Report; said amount to be determined by the Finance and Accounting Department. If the traveler does not pay back the owed amount within ten (10) days after the traveler's return, said amount shall be deducted from the next traveler's paycheck or stipend.

#### **Section 6.104 Managing and Controlling Travel**

- A. Travel must be carefully and prudently planned, managed and controlled to eliminate unnecessary travel and to minimize travel costs. The following guidelines shall be followed by all Approving Officials in the management and control of travel:
  - 1. Do not permit travel when the matter can be handled by mail, e-mail, telephone or fax;
  - 2. Minimize the number of people who must travel for a single purpose; i.e., never allow two or more persons to travel when one is sufficient;
  - 3. Screen all proposed work assignments to be done while on travel, and limit the number of trips, the number of individuals, the number of places or points to be visited, and the duration of trips; approve only that which is essential to the performance of the mission of the Township;
  - 4. Limit the duration of travel. Do not permit extremely early departure or late return to the duty station. For example, travel shall not begin on Saturday or early Sunday when official business at the temporary duty station is not scheduled to begin until Monday morning and the traveler has sufficient time to travel the distance.
  - 5. Eliminate attendance or minimize participation at conferences, meetings, and seminars when attendance is not directly related to the accomplishment of the Township business;
  - 6. Ensure that contract provisions provide that travel expenses incurred by contractors and which are to be paid by the Township are limited to that which is essential and that such expenses are to be minimized; and
  - 7. Ensure that trainings and meetings shall be held at the Township Town Hall or conference room when at all possible.

### **PART II. SPECIAL TRAVEL SITUATIONS**

#### **Section 6.105 Amendment to Travel Authorization**



- A. A previously approved Travel Authorization may be amended when the need develops. All amendments shall be submitted with a memorandum of justification explaining reasons for modification of the original Travel Authorization.
- B. The Travel Authorization may not be revoked or modified retroactively so as to increase or decrease the rights and benefits after travel has been performed. An exception to this may be made to correct errors or to complete an incomplete Travel Authorization in accordance with the original intent.

#### **Section 6.106 Mandated Travel**

Travel by officials or employees at the direction of the KTC, the Town Manager or the delegated official authorized to direct the travel, to attend Township sponsored events shall be deemed mandated travel.

- A. The department sponsoring the event for which travel is mandated is responsible for the overall control and coordination of workshops, training and orientation. Mandated travel shall be planned far enough in advance to allow sufficient time prior to commencement of travel for coordination and transmittal of travel authorizations and their receipt by the traveler.
  - 1. The principal staff involved in the control and coordination of the planned event shall advise personnel of the proposed travel to ensure that it does not conflict with previously scheduled events or create excessive vacancies in a specific office. This should be done at least two weeks in advance of the proposed travel.
  - 2. Travel Authorizations shall be prepared and forwarded to the Finance and Accounting Department at least five (5) working days before the scheduled travel for timely processing.
  - 3. Officials and employees shall be furnished with travel authorizations in time for receipt of their travel advance prior to commencement of travel.

#### **Section 6.107 Unplanned or Unexpected Travel**

Unusual circumstances sometimes require unplanned travel and a Travel Authorization cannot be obtained prior to the trip. In such cases, a Travel Authorization shall be prepared by the Township to document the travel for insurance purposes and will be approved by the appropriate Approving Official as soon as possible. Upon completion of travel the Travel Expense Report and Trip Report approved by the Chairperson or Vice Chairperson or the Town Manager must be attached to the Travel Authorization.

#### **Section 6.108 Death While on Travel**

- A. The Township shall allow and be responsible for certain expenses and costs enumerated herein incurred for the preparation and transportation of the body of an official or employee

whose death occurred while on official travel even though the death may have occurred while absent from duty at a temporary duty station. This provision is applicable regardless of whether or not the employee's death is work-related. The allowable expenses and costs shall be as follows:

1. Preparation of the body:
    - a. Embalming;
    - b. Necessary clothing;
    - c. A casket or container suitable for shipment to place of burial;
    - d. Expenses necessary to comply with local laws at the port of entry in the United States; and
    - e. Transportation of body by common carrier, hearse, or other means to the official's or employee's residence or place of burial, including but not limited to:
      - i. Movement from place of death to a mortuary and/or cemetery;
      - ii. Shipping permits;
      - iii. Outside case for shipment and sealing of the case if necessary;
      - iv. Removal to and from the common carrier; and
      - v. Ferry fares, bridge tolls, and similar charges.
  2. Transportation costs to return the deceased's baggage to the residence or duty station; and
  3. Travel expenses of no more than two persons who are to escort the body back to the residence of place of burial.
- B. The KTC shall appropriate \$5,000 as a donation for funeral expenses; and
- C. The Town Manager and the KTC Chairperson, upon being informed of the traveler's death, shall immediately inform the decedent's next of kin or legal representative of this provision. The Township shall render assistance in arranging for preparation and transportation of the remains.

### **PART III. TRANSPORTATION**

#### **Section 6.109 Selecting Transportation; Allowable Expenditures**

The objective of selecting how to travel and what can be claimed as expenses is to reasonably limit the total cost to the Township.

A. In selecting the means of transportation, the following factors shall be considered:

1. Cost, including without limitation, per diem, overtime, lost work time, and actual transportation costs;
2. Total distance of travel;
3. The number of points visited;
4. The number of travelers;
5. Energy conservation; and
6. Routing of travel:
  - a. All travel shall be by the usual or the most direct route; and
  - b. When a person, for his/her own convenience, travels by an indirect route or interrupts travel by direct route, the extra expenses shall be paid by him/her. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled or most direct route.

B. Allowable transportation expenditures shall be:

1. Transportation fares;
2. Rental fees;
3. Mileage payments; and
4. Other incidental expenses incidental, including, without limitation:
  - a. Use of bus, rental car, subway, streetcar or taxicab between a temporary duty station and lodging or restaurants; and
  - b. Transportation expenses necessary to return to the normal post of duty whenever the traveler becomes incapacitated due to illness or injury not due to his/her own misconduct while en route to or while at a temporary duty station prior to completion of the temporary duty assignment.

C. Allowable means of transportation shall be:

1. Railroad;
2. Airline;

3. Streetcar;
4. Taxicab;
5. Subway;
6. Township vehicle;
7. Rental automobile and airplane;
  - a. Travel by private air transportation shall require a cost analysis, comparing the cost of air travel with the cost of vehicle travel or other means of transportation. Anticipated travel expenses and staff time shall be included in the cost analysis.
  - b. This analysis shall be submitted five (5) days prior to the date of travel; and
8. Other reasonable means of transportation.

#### **Section 6.110 Accidents; Traffic Violations**

- A. All auto accidents which occur during the conduct of official business shall be reported immediately to the local police and the Township central office.
- B. Officials and employees are expected to obey all traffic laws. Payment of fines for parking or speeding tickets or other traffic violations while on official business are the responsibility of the official or employee. Any expenses in connection with traffic violations are not reimbursable.

#### **Section 6.111 Passengers; Disclaimer of Liability**

- A. An official or employee on travel status and operating a motor vehicle on official business shall not transport a passenger except when the passenger is a Township official or employee on official business or an individual (not a Township official or employee) conducting official business with the Township.
- B. The Township shall neither be liable for the expenses of a passenger who does not qualify as an authorized passenger as stated above nor shall the Township be liable whatsoever for damages, lost of property and injuries of such a passenger.

#### **Section 6.112 Use of Common Carrier Transportation**

- A. Since travel by common carrier is generally the most efficient, the least costly and most expeditious, common carriers shall be used whenever it is available. The determination to use another mode of transportation shall not be based solely on common carrier scheduling.

- B. First class travel shall not be allowed, unless it is certified by the traveler that only first-class accommodations are available and that there is no additional cost.
- C. Reduced rates or use of special lower fares such as thorough fares, commutation fares, excursion fares, and reduced rate round-trip fares shall be used when it can be determined prior to the start of a trip that any such service is practical and economical to the Township.
- D. When a common carrier furnishes the same method of travel at different fares between the same points for the same type of accommodations, the lowest cost service shall be used unless use of a higher cost service is administratively determined to be more advantageous to the Township.
- E. When accommodations which have been reserved can not be used, the traveler shall release such accommodations within the time limits specified by the carrier. Failure to take such action may subject the traveler to liability for any resulting money losses.
- F. Penalty payments made by carriers to customers for oversold reserved accommodations are due to the Township and not the traveler when they result from business travel. Tickets shall be picked up as soon as possible after reservations are made, and in all instances within the time limit prescribed by the carrier's ticketing agent.

#### **Section 6.113 Use of Taxicabs**

- A. The use of taxicabs while of travel may be approved for local transportation when it is advantageous to the Township and when other suitable public, Township owned or rental transportation service is not available.
- B. Reimbursement will be allowed for the usual taxicab fares, plus tips, from and to common carriers or other terminals and to and from the employee's lodging or place of temporary business.

#### **Section 6.114 Use of Township Vehicle While on Travel Status**

- A. Use of a Township vehicle shall be limited to transportation between places where the official's or employee's presence is required for official business and places of lodging and when use of public transportation is unavailable or impractical. This also includes suitable eating places, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the subsistence, comfort, or health of the employee.
- B. Mileage that is claimed in excess of the travel authorization must be justified by written narrative.

#### **Section 6.115 Use of POV; Disclaimer of Liability; Mileage**

- A. A POV may be authorized only when a Township vehicle or a common carrier is not available.

- B. The Township shall not be liable for any physical damages to a POV used in carrying out Township business. All travelers shall be required to show proof of financial responsibility with full coverage insurance prior to operating a POV for official Township business.
- C. Mileage payment for use of a POV is subject to the following requirements:
  - 1. Mileage shall be determined as follows: the mileage indicated on the Rand McNally mileage chart shall be used. Only roundtrip mileage from the point of residence or from the official duty station to the destination point is eligible for reimbursement. Mileage for local travel while on travel status is not eligible for reimbursement, e.g. travel from hotel to eating places, or to additional meetings. Odometer readings or actual mileage shall not be used.
  - 2. Mileage shall be from the residence or duty station, whichever is less.
  - 3. Reimbursement for parking fees and bridge, road, and tunnel tolls shall be allowed in addition to the mileage allowance. These shall be supported by original receipts.
  - 4. Mileage shall be payable only to the owner or authorized driver of the POV.
  - 5. Mileage must exceed twenty five (25) miles one way before a claim can be made.
  - 6. Mileage shall be reimbursed at the maximum current rate established by the United States Government-40.5 cents a mile.

#### **Section 6.116 Rental of Commercial Vehicles**

- A. Rental of a commercial vehicle shall be authorized only when a Township vehicle, reasonable public transportation or a POV are not available.
  - 1. When one or more officials or employees travel together, joint use of rental vehicle is required. The rule of thumb shall be one rental vehicle allowed for every one to four officials or employees.
  - 2. When the use of a rental vehicle is necessary to conduct official business, the traveler shall:
    - a. Obtain prior written approval.
    - b. Obtain an economy vehicle and assure that any available discounts are applied against the rental charge.
    - c. Observe the hours-of-use schedule in order to prevent payment for and additional day(s).

- B. Commercial vehicle rental contracts generally include full insurance coverage for property damage, personal injury or death to lessee. Physical damage to the rented vehicle, however, usually includes a deductible amount specified in the rental contract for which a lessee (Township) is responsible. Where physical damage is sustained by a rented vehicle, the Finance Manager shall determine whether the Township or the official or employee is personally responsible for the deductible in accordance with the Personnel Policies and Procedures.
- C. Personal accident insurance is a personal expense and the deductible and other fees and cost of such insurance is not reimbursable by the Township.
- D. Travelers shall be responsible for reserving commercial vehicle rentals.
- E. If rental payment must be made in cash, an advance of funds may be obtained for the estimated cost. When costs are charged to a traveler's personal account, the rental receipts shall be submitted to support the claim for reimbursement. The receipt must show that the employee is liable for the cost.

#### **Part IV. Payment for Meals, Incidental Expenses and Lodging**

##### **Section 6.117 Allowable Expenses**

- A. The following expenses, including taxes and service charges, shall be reimbursable:
  - 1. Meals (for employees only);
  - 2. Incidental Expenses, such as fees and tips to waiters, porters, bell boys, hotel maids, and dining room waitresses (these are limited to 15% of the cost of services obtained) and business expenses such as fees for fax, business phone calls and copying fees; and
  - 3. Lodging (for employees and Commissioners).
- B. Expenses for meals, incidental expenses and lodging are not allowable unless the travel is to a location more than twenty-five (25) miles one way; travel must be more than 65 miles one way from the Township to be eligible for lodging reimbursement and receipts for lodging are required.
- C. Reimbursement for meals shall be at actual cost for employees. Reimbursement for incidental expenses and lodging shall be at actual cost for all officials and employees.
- D. Any payment required for unused room reservations is the personal responsibility of the traveler. Reservations which cannot be kept shall be canceled as soon as possible by the traveler.

- E. When lodging is furnished by the Township or other source, or is otherwise obtained without cost (i.e., lodging with friends or relatives, sleeping accommodations on trains) the lodging cost for that night shall be zero.

#### **Section 6.118 Per Diem**

Per Diem is a computed daily allowance instead of reimbursement of actual meals expenses. Per Diem shall be \$45.00 per day and shall be allowed only for Commissioners. Per Diem shall not be paid unless the travel exceeds twenty five (25) miles one way.

#### **Section 6.119 Travel Advance**

Travel Advance is made to minimize the use of personal funds to pay for the expenses enumerated in Part IV and are to be cleared pursuant to Section 6.103(B)(6)(h).

A. The following shall apply to Travel Advance:

1. A Travel Advance shall not be made to an official or employee who has not paid back a prior Travel Advance.
2. All travel advances must be cleared (accounted for by a Travel Expense Report and/or paid back) prior to separation by an official or employee from the Township. The Township may deduct any Travel Advance not duly cleared from any reimbursement to be received, retirement credit, final payroll check or any other amounts held on behalf of the official or employee.
3. Travel lasting less than 24 hours shall not be eligible for Travel Advance unless such travel requires lodging.
4. Temporary employees are not eligible for Travel Advance. Exceptions may be made for special circumstances upon written approval by the Town Manager.

#### **Section 6.120 Travel Expense Report**

- A. All travelers shall file a Travel Expense Report on the form provided by the Township.
- B. The Travel Expense Report shall report all Travel Advance and all meals and lodging obtained without cost.
- C. The traveler shall attach the original receipts for lodging. Travel Advance for lodging will be deducted if receipts are not attached. Lodging Receipts shall have all charges incurred; room, taxes, and other authorized incidental charges.
- D. The traveler shall report all departure, arrival and return times.



- E. The traveler shall attach a Trip Report on the form provided by the Township. The traveler shall report the activities, accomplishments and any further activity or action that may be needed for his/her supervisor's review upon completion of travel. A Trip Report that has been reviewed by the employee's supervisor or by a KTC officer (for a Commissioner' Trip Report) is required for reimbursement of travel expenses.
- F. A claim for reimbursement of travel expenses shall be forfeited if the claim is fraudulent. Severe penalties may be imposed on a traveler who knowingly presents a false, fictitious or altered claim in accordance with the Personnel Policies and Procedures. The traveler may also be prosecuted under Township and Navajo Nation laws for such conduct.
- G. An incomplete Travel Expense Report shall be returned to the traveler for appropriate action prior to approval.
- H. The Finance and Accounting Department shall provide a written explanation of any disallowances.
- I. Any altered receipts shall be considered void.
- J. Travelers whose Travel Expense Report has been denied or whose receipts which have been voided may submit further justification or evidence to supplement the claim.